

Meeting Notes

Public Safety Radio Strategic Planning Committee (PSRSPC)

Draft (until approved by members) Draft

Tuesday September 30, 2008 | 9 a.m. to 12:00 p.m.
Governor's Office of Emergency Services | 3650 Schriever Ave. Mather, CA 96566

Meeting Purpose: Adopt past meeting minutes, update to PSRSPC PowerPoint; review & discuss draft procurement protocol flow chart; Review & discuss 2009 Legislative Report approach & outline; Discussion of remote sites issue; Continue toward creation of a methodology for distributing grant funds allocated to the PSRSPC; Updates on CalSIEC's 9/22-23 Governance Workshop, 10 year strategic plan, legislative staffer education effort, new member binder, budget change proposal process, PSRSPC presentations listing.

Next Meetings: ➡ December 2, Joint meeting with CalSIEC | Time 10:30 am – 3 pm
(previously December 3)

Status of Desired Meeting Outcomes:

- ☒ Adoption of revised work products from August 12, 2008 meeting
 - ☐ August 12 minutes
 - ☐ PSRSPC Collaboration Guidelines
 - ☐ TWG Charter
 - ☐ Procurement Protocol and flowchart
 - ☐ PSRSPC PowerPoint
- ☒ Reviewed Budget Change Proposals
- ☒ Reviewed 2009 Legislative Report outline
- ☒ Reviewed Governance Workshop outcomes
- ☒ Revised criteria toward a methodology for distribution of grant funds allocated to the PSRSPC
- ☒ Information sharing on 10 year Strategic Plan, Remote Sites, New Member Binder, and Legislative Day

Action Items:

- Work Products from August 12 meeting:
 - August 12, 2008 PSRSPC Meeting Minutes:
 - Approved without any changes and ready to be posted to the website.
 - PSRSPC PowerPoint
 - Approved without any changes
 - Procurement Process Flow Chart
 - TWG will make the suggested changes
 - 2009 Legislative Report outline
 - Approved without any changes
 - Remote Sites
 - Reginald Chappelle is writing a white paper and bring his findings back to the group
 - Draft Methodology for decision-making
 - Approved with changes made during the meeting
 - Information sharing on CalSIEC's 9/22-23 workshop
 - Approved by the group

- 10 Year Strategic Plan
 - Progress update approved without any changes
- Legislative Staffer education
 - Sonny Fong offered to look into how to bring this to the legislature.
- New Member Binder
 - Vinnie Buehler is currently working on the new member binder
- Budget Change Proposal Process
 - Zlatko Theodorovic is talking to the legal council to see what is appropriate regarding financial level of detail.

Welcome and Introductions

Meeting facilitator Adam Sutkus, California State University, Sacramento, Center for Collaborative Policy (CCP), introduced himself and called the meeting to order. This was the second three hour-long meeting at the request of the PSRSPC group. Mr. Sutkus had the meeting participants do round table introductions and he then handed it to the Office of Emergency Service's Chief Technology Officer, Sue Plantz, for opening remarks. Ms. Plantz commented on the fact that the California state budget has been signed as well as AB 38 (joining CA OES and OHS); and mentioned the accomplishments of the CalSIEC governance workshop. Sue stated that this is a time of great change, and that there is a lot of work to be done at the state and local level in order to develop the statewide network.

Mr. Sutkus reviewed the agenda items, goals for the meeting, and meeting packet materials. He then asked if anyone wanted to share anything current to the moment that was not on the agenda. Vinnie Buehler, Governor's Office of Homeland Security announced that the IACGP grant has been approved and approximately one million dollars exists in the grant for the PSRSPC to allocate. No one from the group had any questions regarding the grant at this time.

Updates from Previous Meeting

Approval of Aug 12, 2008 Meeting Minutes

☞ *The PSRSPC approved the August 12, 2008 meeting minutes without any changes. There were no comments on either the meeting notes or action items.*

Finalization of PERSPC PowerPoint

☞ *The PSRSPC approved the Seamless Interoperability power point slide without any changes.*

Feedback on Procurement Process Flow Chart

☞ *The TWG is going to revise the Process Flow Chart and bring it back to the PSRSPC for approval.*

Feedback/endorsement of the 2009 Legislative Report outline

☞ *The PSRSPC approved the 2009 Legislative Report outline without any changes.*

Direction and Next Steps on Remote Sites Issue

☞ *Reginald Chappelle is going to conduct further research on remote sites and report back to the PSRSPC.*

Development of Draft Methodology for Distributing Grant Funds Allocated to the PSRSPC

☞ *The PSRSPC suggested additional decision-making methodology criteria. A 'final draft' updated methodology is to be developed by the design team.*

Information Sharing on CalSIEC's 9/22-23 Governance Workshop

☞ *The PSRSPC agreed to work with CalSIEC in the future.*

10 Year Strategic Plan

☞ *The PSRSPC approved the progress of the 10 Year Strategic Plan.*

Legislative Staffer Education Effort

☞ *The PSRSPC is continuing to work on the Legislative Staffer Education Effort.*

New Member Binder

☞ *The new member binder is currently being developed.*

Budget Change Proposal Process

☞ *The PSRSPC agreed that the funding sources and exact dollar amounts should remain confidential. If a number is necessary it should be a high level figure.*

PSRSPC Presentations Listing

☞ *No new presentations were announced.*

CalSIEC Governance Workshop update

John Penido, the CalSIEC Chair called into the meeting to discuss the outcomes of the CalSIEC workshop. He thanked the group for the huge amount of work that they have already done to bring very large and small agencies together to promote interoperability. He acknowledged that the challenges at the state level are even greater considering the wide range of resources. He said he greatly appreciate the efforts of the PSRSPC. He then gave a brief personal introduction.

Mr. Penido described the interviews CCP has conducted, pointing out that one theme that came through was that the organizational structure was not set up for success. He stated that the goal of last week's workshop was to come up with the answers to two questions: how should the group govern itself and who should govern. Mr. Penido said they had looked at the State of Virginia as a current model and considered recommendations from the Federal Homeland Security. He explained that workshop participants came up with recommendations for new executive membership consisting of a smaller 19-member panel. The group is expected to meet between 2 to 4 times a year. He recommended that the Regional Planning Agencies should meet monthly to ensure they are ready for meetings. Mr. Penido stated that CalSIEC needs the support of the PSRSPC, because as the state goes, so goes the local entities. He identified a key next step: the draft Governance Charter will be reviewed again by workshop participants in several weeks to be ready for public distribution prior to the December 2 meeting.

Gary Grootveld (Department of General Services) mentioned that the state is looking to the locals for guidance, and that he appreciates Mr. Penido's leadership. Mary Cook (Department of Fish and Game) asked whether Mr. Penido has talked about having CalSIEC codified. Mr. Penido replied that they did not seek that at this time. He felt that it might be easier to do this as an executive order in the short term and spend a period of time proving that it works, and then to move forward with the legislature later, if needed. Ms. Cook stated how important it is that CalSIEC be recognized (for balance) and Mr. Penido agreed.

➡ *PSRSPC members are prepared to work with CalSIEC*

2009 Legislative Report

Manni Bergado (Department of Parks and Recreation) presented the 2009 Legislative Report to the group. He stated that it is broken down into three areas: timeline, report approach, and report outline. Mr. Bergado stated that this approach is intended to make this document more user friendly, shorter (reduced down to 10 pages) a little more polished, and focused on being an update, not just a rehash of old information. He stated that the new Legislative Report is going to have a more positive tone, and highlight challenges.

Mr. Bergado stated that the goal while writing the report is for it to be succinct, short, and adaptable to the kind of read they are expecting to get from the legislature. Elaine Baumgardner (CCP) then told the PSRSPC members that she is looking for any feedback on the Legislative Report. Gary Grootveld (Department of General Services) stated that he concurred with the direction to shorten the Legislative Report and target the audience and asked that the group move forward in an expeditious manner.

Remote Sites

Reginald Chappelle (California Highway Patrol) presented a PowerPoint presentation on remote sites. He stated that he wants to look at existing statutory responsibilities and government code to help think about what the best approach to solving this problem is. He informed the group of the significant level of disrepair at some of the remote sites. He said the condition ranged anywhere from very nice to shacks with antennas attached to a pole. He added that some of the remote sites have rodent infestations. He stated that the CHP is only looking at their sites and they do not have sites everywhere. Mr. Chappelle asked the group to consider the condition of these sites as a large part of the operability picture in California.

Mr. Chappelle said was commonly thought that there was not enough space at old sites, but after close inspection it turns out that there is a significant amount of old equipment being stored that is not being used. He found at least 20 sites where projects have overlap with a state agency projects, and he pointed out that the challenge for the group is to figure out how to jointly manage these disparate sites. Ferdinand Milanes (Department of Transportation) asked the group to consider site management a key issues, and urged the group to figure out whose responsibility is it to maintain the sites—individually and collectively. The biggest issue he identified was the need for people to go to the sites and place the information they bring back into a central repository. He stated the Department of General Services has been relied upon to do this. Gary Grootveld (Department of General Services) responded that while CHP has addressed the 'build' issue, the other piece is site

up keep. He stated that he was not sure if all agencies are currently able to recoup the maintenance cost. Mr. Milanes stated that the more PSRSPC could work together the better chance they will be able to address costs in coordinated BCPs.

The group discussed the ownership and maintenance issue, and the entire group agreed that there needed to be a high level strategy to deal with this. It was pointed out that unless funding can be provided to help rebuild infrastructure some agencies will be overloaded and that somebody needs to have the authority to share or coordinate amongst all members. It was agreed that since each agency has to go thorough the Department of General Services when they come to the table, they could act as a filter and help coordinate. It was proposed and agreed that Cheryl Soto (Department of General Services), who already coordinates for the Statewide Telecommunications Users Forum (STUF) could act as a clearinghouse.

Mr. Chappelle pointed out that the current discussion was highlighting the issue that there is a lack of oversight; and that outside of the role of STUF, the PSRSPC has a legislative responsibility to do this. The group decided that Mr. Chappelle would work on a white paper approach to work through these policy issues and report back to the group on best approaches and recommendation to go forward with PSRSPC in a coordinating and leadership role on this topic.

➡ *PSRSPC members agreed that Mr. Chappelle will develop a white paper and report back to the group*

Decision Making Methodology (continued from August 12 meeting)

Adam Sutkus presented the decision making methodology tool that the group previously created and broke the room into three groups to move into a more detailed discussion on priority setting for financial decisions. He asked them to answer the questions on the decision-making methodology worksheet: Are there any additional 'must haves'? Are there any other 'desirables'? Should anything be moved to another category? The groups had the following input:

New Must Haves:

- Add 'addresses the 'Gap Analysis'
- Move administration priorities up from 'desirable'
- Who has the greatest need

Desirable:

- Addresses who is lacking most
- Optimizes statewide coverage
- Supports partnership across disciplines
- Something for all (i.e., provides benefits all communication agencies, rather than simply money for all agencies)

The small groups provided input on the methodology overall in the decision-making process:

- ✓ The methodology should be used as a first cut at least, and could also be used as a tool for a final decision. Support was strong for the tool overall.
- ✓ TWG would be the first level of review and will do the staff analysis to set the stage for the decision-making to proceed using this tool.

- √ Clear statutory requirements must have a 100% passing rate. The ‘must haves’ that are more subjective in nature, can ‘pass’ with a 2/3 agreement from members.
- √ In the analysis process, the focus will be on examining the details and descriptions offered; members will strive to not pass value judgments in the ranking process.
- √ Reggie Chappelle (California Highway Patrol) suggested developing criteria on the “must haves” at some point to assist with clarity when considering these issues in decision-making.

Adam then asked the group to show hands at each point on a 1-5 scale for each of the proposed desirable criteria—with 5 being most in support, 1 being least. The voting results were then combined as are as follows:

Who is lacking most:	5 (0 votes), 4 (4 votes), 3 (1 votes), 2 (1 vote), 1 (6 votes)
Optimizing statewide coverage:	5 (1 votes), 4 (5 votes), 3 (4 votes), 2 (2 votes), 1 (0 votes)
Partnership across disciplines:	5 (2 votes), 4 (1 vote), 3 (9 votes), 2 (0 votes), 1 (0 votes)
Something for all:	5 (0 votes), 4 (0 votes), 3 (6 votes), 2 (3 votes), 1 (3 votes)

These tallies will be used to judge ranking of the criteria will be averaged and applied to the next version of the tool. This new level of clarity will allow for the tool to be used in a ‘trial run’ early in 2009, in order to be ready for the inevitable financial prioritization discussions coming soon. An action step will be to update the tool with this ranking information, the guidance given by the executive members, and the information received in the previous executive committee meeting—to have a final draft ‘Financial Decision Making Methodology’ ready for review soon.

☞ *The PSRSPC design team will update the current draft decision making methodology with the new information, to make a draft final guidance document on this topic for future use.*

Updates – Ongoing Efforts

10 Year Strategic Plan

Gary Grootveldt (Department of General Services) informed the group that the 10 Year Strategic Plan concepts are currently being developed to prepare for the request for offer. One challenge seen is the need for a contract exemption since the current budget freeze is still on. Glen Nash mentioned that the Master Services Agreement (MSA) procurement process they are currently using has a 500k limit, so they will need an exemption to get to 1 million.. More information will come from DGS soon regarding the development of this effort. Ferdinand Milanese (Department of Transportation) asked for a template the agencies can use for putting together their individual 10 year strategic plans. He noted that it will result in a stronger final product if the thirteen agencies doing the individual plans have the same template, as the plans will be ‘rolled-up’ into one statewide plan.

Legislative Staffer Education

The Legislative Staffer Education effort is moving forward. The approach endorsed at the August 12, 2008 PSRSPC Executive meeting was to begin by meeting with staffers during Fall of 2008 and then with Legislative members in early 2009. The idea is to give the staffers a brief and concise overview of the interoperability efforts in order ‘warm’ them to the topic and lay the groundwork for successful education of the legislative members in early 2009 after the next Legislative Report has been released. The effort is still on target, but initial meetings will likely take place later than initially anticipated because of the California budget crisis. Sonny Fong (Department of Water

Resources) offered to look into how to specifically bring this to the legislature in the most effective manner.

New Member Binder

Vinnie Buehler (Governor's Office of Homeland Security) announced that the new member binder is coming, and will be ready soon.

Budget Change Proposal (BCP) process

The group discussed wanting to stay away from detailed data found within BCPs and instead focus on the intent and programmatic elements that would benefit from interagency coordination. The general consensus was that if funding amounts need to be stated, only high level dollar figures should be used; not a detail of all fund sources and background. Zlatko Theodorovic (Department of Finance) said he would talk to his legal council to see what is appropriate to share on a regular basis and in a publicly noticed forum such as the PSRSPC.

PSRSPC Presentations Update

The group did not have any new presentation updates.

Closing Remarks, Adjourn

Participants touched on the next meeting of the group, which is scheduled to be a joint meeting with the California Statewide Interoperability Executive Committee (CalSIEC) for December 2 from 10:30 to 3:00 pm. The group agreed to a special PSRSPC Executive Session from 8:30 am to 10 am before the joint meeting.

Attendance

PSRSPC Executive Members:

In attendance:

California Highway Patrol
Corrections & Rehabilitation, Department of
Emergency Medical Services Authority
Finance, Department of
Fish and Game, Department of
Forestry and Fire Protection, Department of
General Services (Telecom), Department of
Health Services, Department of
Justice, Department of
Office of Emergency Services, Governor's
Office of Homeland Security, Governor's
Parks & Recreation, Department of
Transportation, Department of
Water Resources, Department of

Reginald Chappelle
Angela Azevedo for Kenny Chappelle
Donna Nicolaus
Zlatko Theodorovic
Mary Cook
Ken Pimlott
Gary Grootveld
Julie Whitten
Jeff Wall
Frank McCarton
Vinnie Buehler for Robert Samaan
Lynn Rhodes
Ferdinand Milanes for Steve Takigawa
Sonny Fong

Other Attendees:

Bergado, Manni (DPR)
Batarseh, John (CHP)
Garcia, Victor (DWR)
DeCamp, Bill (DGS)
Griffin, Mickey (CA-OES LAW)
Nash, Glen (DGS)

Plantz, Sue (CA-OES)
Savage, Glen (CAL FIRE)
Carr, Paula (CA-OES LAW)

Kelleher, Dan (Motorola)
Simpson, Charlie (CA-OES LAW)

Center for Collaborative Policy

Adam Sutkus, Facilitator
Elaine Baumgardner, Recorder
Christal Love, Recorder
Katie Cox, Meeting Set-up

Documents and Materials Provided:

- Agenda
- Ground rules
- August 12, 2008 Meeting Minutes
- Overview of CalSIEC Governance Workshop
- Seamless Interoperability graphic
- Procurement Protocol Proposal
- Procurement Process Flow Chart
- Compliance Requirement for Procurement
- PSRSPC 2009 Annual Report
- Decision Making Methodology Worksheet
- Decision Making Methodology Criteria
- New Member Binder Table of Contents
- PSRSPC BCP Memo
- Presentation Made on the PSRSPC handout